

INTERSTATE COMPACT (ICPC)

Process Description

Prepared by: DCS Office of Information Systems



Interstate Compact for Placement of Children

Process Description Document

Prepared by:

**Department of Children's Services
Office of Information Systems**

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Process Description

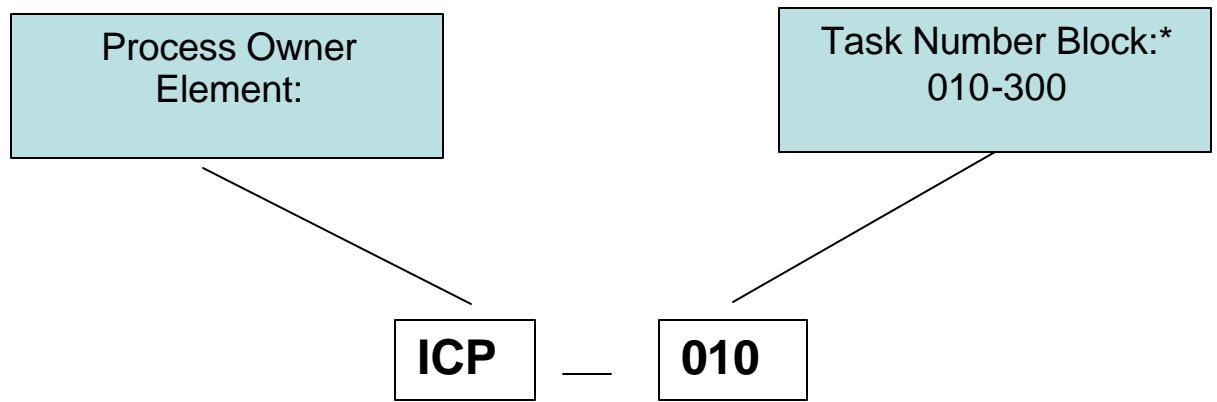
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Process Element Definitions

Task: A unit of work to be completed that is part of the overall process.

Task naming convention:



Task Owner: Indicates the person/group that is responsible for performing the task.

Participants: Individuals and organizations that are actively involved in the process/task, or whose interests may be positively or negatively affected as a result of process execution or process completion.

Inputs: Entry information used specifically to assist in accomplishing the task for which it is aligned. The same input might be applied to multiple tasks.

Performance Metric: A quantitative measurement to assess the task's success.

Performance Steps: The series of steps necessary to accomplish the given task in such manner that it meets the performance metric provided.

Outputs/Deliverables: The deliverables produced from performing the given task using the input information, standard and performance steps to accomplish the outcome. An output might feed several inputs.

INTERSTATE COMPACT (ICPC)

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Process Name :	Interstate Compact for Placement of Children
Process Manager:	Elizabeth Black, Executive Director Office of Child Permanency
Process Description:	Process involved TN custodial or non-custodial child being placed in an out-of-state resource OR a custodial child from another state being placed in a TN resource and the agreement between the states for the approval and supervision of that placement.
Interfaces w/ other processes:	Child & Family Placement Process
Process Participants:	TN ICPC Administrator, Family Services Team Leader, Family Services Worker, Other State ICPC Administrator, Other State Case Management staff, Contract Providers, Licensed Agencies, and authorized court personnel

Associated Documentation:

- ICPC-100A (Interstate Compact Placement Request)
- ICPC-100B (Interstate Compact Report on Child's Placement Status)
- ICPC-101 (Sending State's Priority Home Study Request)
- ICPC-102 (Receiving State's Priority Home Study)
- ICPC Transmittal Form
- ICPC Financial/Medical Form
- Quarterly Progress Report
- ICPC Referral Checklist
- ICPC Priority Placement Order (Regulation 7 Order)

Supporting Policy:

- [Guide to the Interstate Compact on the Placement of Children](#)
- [Articles of the Interstate Compact on the Placement of Children \(TCA 37-4-201-207\)](#)
- [DCS Policy 1.30](#)
- [Federal Law 109-239 \(Safe and Timely Interstate Placement of Foster Children Act of 2006\)](#)

INTERSTATE COMPACT (ICPC)

Process Description



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Task (ICP-010): DCS Family Services Worker or other sending agent sends referral to TN ICPC Administrator

Task Owner: Family Services Worker

Participants: Family Services Worker

Inputs: DCS Family Services Worker has identified a placement resource for a custodial child that is outside the state of TN. In order for DCS to place the custodial child with the out-of-state resource, a home study/evaluation of the resource must be completed and approved by the out-of-state child welfare agency.

*****Note***** *ICPC also processes referrals from outside licensed private child placing agencies, the courts, Native American tribes and individuals. The tasks and procedural steps to process these referrals are identical to DCS generated ICPC referrals.*

Performance Steps:

1. Through the CFTM, assessment, permanency planning, and diligent search processes; the DCS Family Services Worker identifies an out-of-state placement resource for a custodial child. (*Refer to Placement Process for procedural steps in identifying appropriate placements.*)
2. FSW completes form 100A.
3. FSW forwards completed information 'packet' on child to TN ICPC.
 - a. ICPC Form 100A (5 copies)
 - b. Cover Letter (3 copies)
 - c. Current Assessment (3 copies)
 - d. Current Permanency Plan (3 copies)
 - e. Custody Order and other pertinent court documents (3 copies)
 - f. Form CS-0523 ICPC Medical-Financial Plan (3 copies)
 - g. Current school records and IEP if appropriate
 - h. Current medical assessment
 - i. Other documentation as required

*****Note:** Current process is for FSW to make three copies of the referral packet and send to TN ICPC; TN ICPC retains a copy, and then forwards two on to receiving state. Receiving state ICPC retains a copy and forwards the third copy down to receiving state case manager.

Outputs/Deliverables:

- 100A sent to TN ICPC (5 copies)
- Referral packet sent to TN ICPC (3 copies)

INTERSTATE COMPACT (ICPC)

Process Description



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Task (ICP-020): TN ICPC Administrator reviews referral for completeness

Task Owner: TN ICPC Administrator

Participants: TN ICPC Administrator

Inputs: DCS Family Service Worker forwards 100A and referral packet to TN ICPC Administrator

Performance Steps:

1. TN ICPC Administrator reviews 100A and referral packet to ensure form is completed properly and that appropriate information is included in the referral packet.
2. If TN ICPC Administrator discovers that 100A not completed or information missing from referral packet, will contact Family Service Worker to obtain missing or errant information.
3. If Family Service Worker decides to withdraw the ICPC request, FSW completes the 100B with the appropriate information.
4. FSW sends completed 100B to TN ICPC Administrator.

Outputs/Deliverables:

- None

Task (ICP-030): TN ICPC Administrator generates transmittal and sends referral to ICPC in receiving state

Task Owner: TN ICPC Administrator

Participants: TN ICPC Administrator

Inputs: TN ICPC Administrator has reviewed 100A and referral packet for completeness.

Performance Steps:

1. TN ICPC Administrator creates a cover transmittal.
2. TN ICPC Administrator sends cover transmittal, 100A, and referral packet to receiving state ICPC Administrator.
3. If the referral packet is incomplete, the FSW is notified of the deficiencies – submission is pended until the complete packet is received.

INTERSTATE COMPACT (ICPC)

Process Description



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***Note: Four copies of the 100A and two copies of the referral information are sent to receiving state in current process.

Outputs/Deliverables:

- Cover Transmittal
 - 100A to receiving state
 - Referral packet to receiving state
-

Task (ICP-040): Family Service Worker or other sending agent forwards withdrawal information (100B) to TN ICPC Administrator

Task Owner: Family Service Worker

Participants: Family Service Worker, TN ICPC Administrator

Inputs: Family Services Worker has decided to withdraw the ICPC request.

Performance Steps:

1. If Family Service Worker decides to withdraw the ICPC request through the CFTM process, FSW completes the 100B with the appropriate information.
2. FSW sends 4 copies of completed 100B to TN ICPC Administrator.

***Note: Current process requires that four copies be sent to TN ICPC, who retains one, sends two onto receiving state, and returns 1 to the FSW.

Outputs/Deliverables:

- 100B (4 copies)
-

Task (ICP-041): TN ICPC Administrator forwards withdrawal information (100B) to receiving state ICPC Administrator

Task Owner: TN ICPC Administrator

Participants: TN ICPC Administrator

Inputs: Family Service Worker sends 4 copies of 100B to TN ICPC Admin to withdraw ICPC request.

Performance Steps:

INTERSTATE COMPACT (ICPC)

Process Description



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1. TN ICPC Admin reviews 100B to ensure it has been completed properly; if not, forwarded back to Family Services Worker for completion/correction.
2. TN ICPC Admin forwards 2 copies of 100B to receiving state ICPC Administrator.

Outputs/Deliverables:

- None
-

Task (ICP-042): TN ICPC Administrator authorizes closure of the ICPC instance.

Task Owner: TN ICPC Administrator

Participants: TN ICPC Administrator

Inputs: TN ICPC received 100B and request to withdraw ICPC referral

Performance Steps:

1. TN ICPC forwards 1 copy of 100B to FSW and authorizes case closure.
-

Outputs/Deliverables:

- Closed ICPC instance / case.
-

Task (ICP-050): Receiving State ICPC Administrator forwards referral to appropriate county/agency to work

Task Owner: Receiving State ICPC Administrator

Participants: Receiving State ICPC administrator, Receiving State case management staff

Inputs: TN ICPC Administrator forwards 100-A/referral packet to receiving state ICPC Admin.

Performance Steps:

1. Receiving State ICPC administrator forwards to appropriate county for assignment.
2. Assigned worker in receiving state conducts requested home study/evaluation.
 - a. Verifies that home is safe and appropriate for child.
 - b. If child is going into Residential Treatment in receiving state, verify license of resource agency.
3. Assigned worker in receiving state documents home evaluation and recommendation/decision.

INTERSTATE COMPACT (ICPC)

Process Description



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4. Assigned worker in receiving state forwards completed evaluation and recommendation to receiving state ICPC administrator.

Outputs/Deliverables:

- Completed home study/evaluation
 - Recommendation/Decision
-

Task (ICP-051): Receiving State ICPC Administrator forwards 2 copies of completed home study and ICPC 100A to TN ICPC Admin.

Task Owner: Receiving State ICPC Administrator

Participants: Receiving State ICPC administrator, TN ICPC Admin.

Inputs: Sending State has completed home evaluation and recommendation.

Performance Metric: Public Law 109-239 (Safe and Timely Interstate Placement of Children in Foster Care Act) states that all home studies must be completed within 60 calendar days.

Performance Steps:

1. Receiving State ICPC Admin sends TN ICPC 2 copies of the completed home study/evaluation and approval/denial of placement as a resource.
 - a. It is possible under Public Law 109-239 that a state may send a home study without a recommendation. Under this circumstance, we will wait until the corresponding 100A with the official placement recommendation is received as well.
 2. TN ICPC documents date received and maintains a copy of the information for the ICPC file.
-

Outputs/Deliverables:

- None
-

Task (ICP-052): TN ICPC Administrator sends home study and denial information to Family Service Worker or other sending agent.

Task Owner: TN ICPC Administrator

Participants: TN ICPC Administrator

Inputs: Sending State has completed home evaluation and has denied the request for placement.

INTERSTATE COMPACT (ICPC)

Process Description



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Performance Steps:

1. TN ICPC Admin forwards home study/evaluation to Family Service Worker.
2. TN ICPC Admin ends ICPC instance.
3. Family Service Worker includes/documents home study and denial in child case record.

***Note: Denial is not normally appealed unless ICPC has information otherwise. (A new referral may be re-submitted for re-evaluation.

Outputs/Deliverables:

- None

Task (ICP-060): TN ICPC Administrator sends home study and approval info to Family Service Worker or other sending agent.

Task Owner: TN ICPC Administrator

Participants: TN ICPC administrator, Family Service Worker

Inputs: Sending State has completed home evaluation and approved resource

Performance Steps:

1. TN ICPC maintains copy of home study / evaluation.
2. For provisional approvals, there may be additional steps needed to fully approve the home as an official resource.
3. TN ICPC forwards home study and approval information to Family Service Worker.

Outputs/Deliverables:

- None

Task (ICP-070): TN to Pursue Placement?

Task Owner: Family Service Worker

Participants: Family Service Worker

Inputs: Sending State has completed home evaluation and approved resource.

Performance Metric: TN has 14 days upon receipt of the home study to inform the receiving state if the proposed placement is contrary to the welfare of the child. *Note: this is not a placement decision, it is just a "no" or "maybe".*

INTERSTATE COMPACT (ICPC)

Process Description



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Performance Steps:

1. Family Service Worker in context of CFTM makes decision whether to pursue the out-of-state placement resource. (There may be multiple ICPC requests in the works for a child at any given time. Obviously the child can only be placed with one. FSW and CFT members must decide, if more than one request approved, which will be the most appropriate resource to meet the child's permanency needs. Or, it is possible that during the ICPC process, the child's circumstances may have changed such that the out-of-state resource may no longer be needed.)
2. Family Service Worker notifies TN ICPC whether placement will be pursued; completes 100B and sends to TN ICPC.
3. If the placement is un-used for six months from the date of approval, the ICPC instance is closed automatically.

Outputs/Deliverables:

- 100B to TN ICPC
- Inform receiving state if placement is/is not contrary to the welfare of the child

Task (ICP-071): TN ICPC notifies receiving state that placement will not be used.

Task Owner: TN ICPC Administrator

Participants: TN ICPC Admin., Receiving State ICPC Admin.

Inputs: Family Services Worker has decided that out-of-state resource will not be used.

Performance Steps:

1. TN ICPC receives 4 copies of 100B from Family Service Worker to notify that approved placement will not be used.
2. TN ICPC reviews to ensure 100B is completed.
3. TN ICPC forwards 2 copies of 100B to receiving state ICPC.
4. TN ICPC ends ICPC instance for child.

Outputs/Deliverables:

- 2 copies of 100B to receiving state

Task (ICP-080): Family Service Worker or other sending agent makes placement arrangements

Task Owner: Family Services Worker

INTERSTATE COMPACT (ICPC)

Process Description



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Participants: Family Service Worker, TN ICPC

Inputs: Family Service Worker will pursue out-of-state resource for placement

Performance Steps:

1. Family Service Worker completes 4 copies of 100B to inform when placement will be made.
2. Family Service Worker makes any travel arrangement necessary.
3. Family Service Worker makes/documents placement.

Outputs/Deliverables:

- 4 copies of 100B to TN ICPC
- Travel arrangements made
- Placement made/documented

Task (ICP-090): TN ICPC Admin reviews and forwards 100B to receiving state

Task Owner: TN ICPC Administrator

Participants: TN ICPC Admin., Receiving State ICPC

Inputs: Family Service Worker has decided to pursue placement and sends 100B to TN ICPC.

Performance Steps:

1. TN ICPC reviews 100B for completeness; returns form to FSW if information missing/incorrect.
2. TN ICPC forwards 2 copies of 100B to Receiving State ICPC.
3. TN ICPC returns 1 copy of 100B to FSW.

Outputs/Deliverables:

- 2 copies of 100B to receiving state

Task (ICP-100): Receiving state arranges case management & supervision / Files quarterly status reports

Task Owner: Receiving State ICPC Administrator

Participants: Receiving State ICPC administrator, Receiving State case management staff.

INTERSTATE COMPACT (ICPC)

Process Description



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Inputs: Family Service Worker places child in approved out-of-state resource.

***Note: Disruptions in placement (both those decided by CFTM's and emergency disruptions) are handled by closing the current referral (steps 110-130) and opening a new referral if needed (steps 010-end).*

Performance Steps:

1. Receiving state ICPC admin. forwards 100B to county case management staff.
2. Case management staff makes monthly contact with child to monitor placement and status.
3. Case management staff documents quarterly status report and sends to receiving state ICPC Admin.
4. Receiving state ICPC Admin. forwards quarterly status report to TN ICPC Admin.

Outputs/Deliverables:

- Monthly contact with child/resource
- Quarterly status reports

Task (ICP-110): Family Services Worker or other sending agent sends 100B and appropriate closure documents to TN ICPC Admin

Task Owner: Family Service Worker

Participants: Family Service Worker, TN ICPC Admin. and the Court

Inputs: Child's circumstances have changed since placement and supervision by receiving state no longer required.

Performance Steps:

1. Family Service Worker completes 4 copies of the 100B to document the change in the child circumstances that will result in compact termination. Examples of this are:
 - a. Adoption finalized for child (court order required)
 - b. Child may have reached the age of majority or be legally emancipated (concurrence and court order required)
 - c. Legal custody returned to parents (concurrence and court order required)
 - d. Legal custody given to relative (concurrence and court order required)
 - e. Residential treatment completed
 - f. Sending state's jurisdiction terminated (concurrence and court order required)
 - g. Unilateral termination
 - h. Child returned to TN
 - i. Child moved to another state

INTERSTATE COMPACT (ICPC)

Process Description



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2. If permanency is achieved, validation of the court involvement is sent to the TN ICPC.
3. The receiving agent must annotate their written concurrence on the ICPC 100B.

***Note: *ICPC will require a copy of the Adoption finalization order and the 100 B when the adoption is finalized.*

Outputs/Deliverables:

- 4 copies of 100B to TN ICPC
 - Appropriate closure documents (i.e., Court Order)
-

Task (ICP-120): TN ICPC Admin forwards 100B to receiving state ICPC to discontinue supervision and services

Task Owner: TN ICPC Administrator

Participants: TN ICPC Admin.

Inputs: Change in child's circumstances result in submission of 100B to end compact obligations.

Performance Steps:

1. TN ICPC reviews 100B / court documentation for completeness
 2. TN ICPC forwards 2 copies of 100B to receiving state ICPC Admin. to terminate compact.
-

Outputs/Deliverables:

- 2 copies of 100B to receiving state
-

Task (ICP-130): TN ICPC Administrator authorizes closure of the ICPC instance.

Task Owner: TN ICPC Administrator

Participants: TN ICPC Admin.

Inputs: Receipt of 100B and court documentation / court order outlining change in child's circumstance.

Performance Steps:

1. ICPC Admin. returns 1 copy of 100B to FSW and authorizes closure of ICPC instance / case.
-

INTERSTATE COMPACT (ICPC)

Process Description



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Outputs/Deliverables:

- Closed ICPC instance / case.

Task (ICP-200): TN ICPC Admin receives 100A ICPC request from another State

Task Owner: TN ICPC Administrator

Participants: TN ICPC Admin., Sending State ICPC Admin

Inputs: Sending State seeking approved placement resource in TN for a child.

Performance Metric:

Performance Steps:

1. TN ICPC Admin receives 100A from sending state.
2. TN ICPC Admin reviews 100A and accompanying documentation for completeness.
3. Creates an ICPC instance for child.
4. Documents date referral received.

Outputs/Deliverables:

- ICPC instance for incoming child

Task (ICP-210): TN ICPC Admin forwards ICPC request to appropriate county / agency

Task Owner: TN ICPC Administrator

Participants: TN ICPC Admin., DCS Team Leader

Inputs: TN ICPC receives 100A ICPC request from sending state

Performance Steps:

1. TN ICPC Admin forwards ICPC request to the regional contact for the county where requested resource resides.
2. Regional contact sends the ICPC request to the appropriate county team leader.

****Note: ICPC sends a paper referral to a designated individual at the regional / county level who is designated by the Regional Administrator. ICPC currently enters the information in TN KIDS and assigns the Intake to the county of residence of the resource to be studied.*

Outputs/Deliverables:

- None

INTERSTATE COMPACT (ICPC)

Process Description



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Task (ICP-211): Sending state forwards withdrawal information to TN ICPC

Task Owner: TN ICPC Administrator

Participants: TN ICPC Admin., Sending State

Inputs: 100B from sending state terminating the home study request.

Performance Steps:

1. If sending state decides to withdraw the ICPC request through the CFTM process, they complete the 100B with the appropriate information.
2. Sending state sends completed 100B to TN ICPC Administrator.

Outputs/Deliverables:

- 100B
-

Task (ICP-220): Family Service Worker Assignment

Task Owner: DCS Team Leader

Participants: TN ICPC Admin., DCS Team Leader, And Family Service Worker

Inputs: TN ICPC forwards ICPC request to appropriate county.

Performance Steps:

1. DCS Team Leader receives ICPC referral.
2. DCS Team Leader assigns the ICPC referral to a Family Service Worker to conduct the home study / evaluation on the requested resource.

Outputs/Deliverables:

- Family Service Worker assigned
-

Task (ICP-230): Family Service Worker or authorized agency completes home study/evaluation and recommendation.

Task Owner: Family Service Worker

Participants: Family Service Worker

Inputs: Family Service Worker assigned ICPC referral

INTERSTATE COMPACT (ICPC)

Process Description



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Performance Metric: Home Study/ Evaluation must be completed and returned to sending state within 60 calendar days of receipt of referral. Per DCS policy, a Home Study / Evaluation for a parent must be completed within 30 calendar days of receipt of the referral.

Performance Steps:

1. Family Service Worker contacts requested resource and arranges home visit(s).
2. Family Service Worker performs a home study/evaluation to determine the appropriateness of the resource for the child needing placement.
3. Family Service Worker documents home study/evaluation and includes recommendation of whether to approve or deny the request to use the resource for placement.
4. Family Service Worker forwards the home evaluation and recommendation to TN ICPC Admin.

Outputs/Deliverables:

- Home Study/Evaluation

Task (ICP-240): TN ICPC forwards home study/evaluation and recommendation to sending state.

Task Owner: TN ICPC Admin

Participants: TN ICPC Admin

Inputs: Family Service Worker completes home study/evaluation and forwards to TN ICPC Admin.

Performance Metric: Home Study / Evaluation or notice of any delay (in addition to a recommendation for denial) must be completed and returned to sending state within 60 calendar days of receipt of referral.

Performance Steps:

1. TN ICPC documents receipt of home study and recommendation.
 - a. It is possible under Public Law 109-239 that TN may send a home study without a recommendation on the 100A.
 - b. If the study meets agency standards, the TN ICPC will submit the study with a recommendation on the 100A.
2. If the recommendation is to deny the request, then TN ICPC documents the decision.

Outputs/Deliverables:

- Home Study/Evaluation to sending state
- 100A with decision

INTERSTATE COMPACT (ICPC)

Process Description



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Task (ICP-241): TN ICPC Administrator authorizes closure of the ICPC instance.

Task Owner: TN ICPC Admin

Participants: TN ICPC Admin

Inputs: TN ICPC receives home study / evaluation / recommendation.

Performance Steps:

1. TN ICPC forwards 1 copy of 100B to the FSW and authorizes closure of the ICPC instance.

Outputs/Deliverables:

- Closed ICPC instance / case.

Task (ICP-250): Sending state to pursue placement?

Task Owner: Sending State ICPC admin

Participants: Sending State ICPC Admin, TN ICPC Admin

Inputs: TN ICPC has sent approved home study/evaluation to sending state.

Performance Metric: The Home Study / Evaluation is valid 6 months from the date of approval on the corresponding 100A. Also, the sending state has 14 days upon receipt of the home study to inform the TN ICPC if the proposed placement is contrary to the welfare of the child. *Note: this is not a placement decision, it is just a "no" or "maybe".*

Performance Steps:

1. Sending state will notify TN ICPC via 100B whether the approved resource will be used for placement or not.
2. For provisional approvals, there may be additional steps needed to fully approve the home as an official resource.
3. If the resource will not be used, TN ICPC ends the ICPC instance.

Outputs/Deliverables:

- 100B

Task (ICP-260): TN ICPC receives 100B from sending state; forwards to county / agency

INTERSTATE COMPACT (ICPC)

Process Description



Prepared by: DCS Office of Information Systems

Task Owner: TN ICPC Admin

Participants: TN ICPC Admin, DCS Team Leader, Family Services worker.

Inputs: Sending state elects to pursue approved TN resource via 100B

Performance Metric:

Performance Steps:

1. TN ICPC receives 100B from sending state; reviews for completeness.
2. TN ICPC forwards 100B to appropriate county or other receiving agent.
3. Team Leader in county assigns Family Service Worker (May or may not be same worker that performed home evaluation; it will be important to track each person who had an assignment (primary or secondary) to the ICPC instance.

Outputs/Deliverables:

- Family Service Worker assigned

Task (ICP-270): Family Service Worker arranges case management & supervision / Files quarterly status reports

Task Owner: Family Service Worker

Participants: Family Service Worker

Inputs: Sending state elects to pursue TN resource for placement; ICPC instance assigned to FSW to supervise.

Performance Steps:

1. Family Service Worker documents contacts.
2. Family Service Worker makes face-to-face contact with child and resource at least once monthly – Some regions utilize the Brian A. timeframes for visitation.
3. Family Service Worker prepares a quarterly status report to describe the child's status in the placement.
4. Family Service Worker forwards quarterly report to TN ICPC.

Outputs/Deliverables:

- Quarterly Status report

Task (ICP-280): TN ICPC forwards quarterly status report to sending state ICPC

INTERSTATE COMPACT (ICPC)

Process Description



Prepared by: DCS Office of Information Systems

Task Owner: TN ICPC Admin

Participants: TN ICPC Admin

Inputs: Family Service Worker forwards quarterly report to TN ICPC Admin

Performance Metric: Report to ICPC every 90 days from date of placement with TN resource.

Performance Steps:

1. TN ICPC receives quarterly report from Family Service Worker.
2. TN ICPC forwards quarterly report to sending state ICPC.
3. Once the FSW reports stability of the child's placement on a quarterly report, the ICPC may give their written concurrence that the child's placement is a suitable permanent arrangement.

****Note: If any additional documentation is requested it will be submitted along with the quarterly report.*

Outputs/Deliverables:

- Quarterly report to sending state ICPC

Task (ICP-290): Sending state sends 100B and appropriate closure documents to TN ICPC

Task Owner: Sending state ICPC

Participants: Sending State ICPC, TN ICPC and the Court

Inputs: Sending state agrees with TN's recommendation and proceeds to permanency

Performance Steps:

1. Sending state forwards 100B and copy of Court Order for compact termination.
2. If permanency is achieved, validation of the court involvement is sent to the TN ICPC.

Outputs/Deliverables:

- 100B and other closure documents (i.e. court order) received from sending state

Task (ICP-300): TN ICPC notifies Family Service Worker or other receiving agent

Task Owner: TN ICPC Admin

Participants: TN ICPC Admin, DCS Team Leader, Family Services worker.

INTERSTATE COMPACT (ICPC)

Process Description



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Inputs: 100B and copy of the Court Order is received from sending state for compact termination

Performance Steps:

1. TN ICPC Admin notifies DCS Team Leader/Family Service worker to discontinue supervision and services.

Outputs/Deliverables:

- None

Task (ICP-310): TN ICPC Administrator authorizes closure of the ICPC instance.

Task Owner: TN ICPC Admin

Participants: TN ICPC Admin, DCS Team Leader, Family Services worker or other receiving agent.

Inputs: 100B and copy of the Court Order is reviewed from sending state

Performance Steps:

1. TN ICPC Admin. authorizes closure of ICPC instance / case.
2. DCS Team Leader ends Family Service Worker assignment

Outputs/Deliverables:

- Closed ICPC instance /case.
-

INTERSTATE COMPACT (ICPC)

Process Flow narrative

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Stakeholder Sign-Offs

Signature on file

Elizabeth Black, Executive Director
Office of Child Permanency

Date

Cheri Stewart, Deputy Compact Administrator

Date

Signature on file

Julie Flannery, Director, Foster Care/Adoptions

Date